

CITY OF SAN ANTONIO

Housing and Community Development



FUNDING APPLICATION

for

Community Development Block Grant (CDBG)

HOME Investment Partnership Grant (HOME)

ADMINISTRATIVE AND OPERATING FUNDS ONLY

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I. BACKGROUND

The CDBG and HOME programs provide the City of San Antonio with the opportunity to develop viable communities by funding activities that provide decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. Funds are awarded to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. The U.S. Department of Housing and Urban Development (HUD) fund the program. The City receives approximately 30 million dollars annually. The anticipated amount of funding for fiscal year 2003 is estimated to near or about \$17.7 million (CDBG) and \$7 million (HOME).

The City of San Antonio ("City") seeks Applications from qualified Applicants interested in improving or expanding the City's housing stock, providing needed public facilities, revitalizing a particular neighborhood including economic development, or providing needed public services, especially in coordination with other housing and/or revitalization activities.

II. SCOPE OF SERVICES

Community Development Block Grant (CDBG) funds will be used to carry out a wide range of community development activities directed towards neighborhood revitalization, economic development, and the provision of improved community facilities and services which benefit low and moderate-income persons. No less than the required percent (as of May 1, 1990, 70%, or as may be set by Congress at any time by law) of net program funds will be allocated to programs that "principally benefit low and moderate income persons. Funded activities will be directed towards meeting the following objectives (in no particular order):

- a. Elimination of slums and blight and prevention of blighting influences.
- b. Elimination of conditions detrimental to health, safety and public welfare.
- c. Stimulation of economic growth, development, and employment opportunities, which will principally benefit persons of low and moderate-income.
- d. Conservation and expansion of the City's housing stock for low and moderate-income households.
- e. Restoration and preservation of properties of special value.
- f. Development and improvement of public facilities that contribute to the livability of residential areas.

Concentration of program activities within Select Housing Target Areas (SHTAs) and other assisted housing communities, areas of concentrated code enforcement, and/or selected Community Development target areas to maximize their impact. Target areas are designated by the City to receive community development assistance based on the area's concentration of low and moderate-income persons or conditions of deterioration and blight.

CDBG Eligible Activities

While federal legislation and regulations have established rules that all CDBG funded activities must meet, the City of San Antonio has developed its own CDBG funding policy and priorities.

The City must assure that all projects meet one of the two national objectives of the program. Each project must:

1. Benefit low and moderate income persons; or
2. Aid in the prevention of slums and blight.

For a project to meet the first national objective of benefiting low and moderate income persons, it must either have income eligibility requirements that limit the benefits of that project to low and moderate income persons or the project must be located in an area that is predominantly inhabited by residents who are persons of low and moderate income. Under the regulations for the CDBG program, facilities that serve the elderly or persons with disabilities are usually considered to benefit low and moderate-income persons.

For a project to meet the second objective of removal of blight, it must be designed to address the conditions causing the slums and blight. Generally, the City determines areas of slums and blight, though activities designed to remove a specific blighting condition can be considered. Historic preservation projects involving rehabilitation can also be undertaken. Activities that do not meet one of these two broad national objectives cannot be undertaken with CDBG funds.

Some of the specific projects that can be carried out with Block Grant funds include the acquisition of real property; relocation and demolition; rehabilitation of residential and non-residential structures; removal of architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons; provision of public facilities and improvements such as water and sewer facilities, streets, and neighborhood facilities; and the conversion of schools for eligible purposes. The CDBG program can also provide assistance to carry out economic development activities, including job creation and improvements to business districts. In addition, Block Grant funds may be used to pay for public services and for projects relating to energy conservation and renewable energy resources.

Public Service Assistance

Under the category of Public Services, CDBG funds must be used to provide human services to low and moderate income persons and programs designed to assist minorities, the mentally and physically handicapped, the homeless, elderly, children and youth. Due to the limited CDBG resources, applicants for public service activities are encouraged to seek funding from the City agency that would normally fund such projects (i.e., Department of Health and Human Services). The public service must be either: a new service or a quantifiable increase in the level of an existing service.

Housing

Projects which improve or create housing for low and moderate income homeowners and renters and meet one or more of the following objectives:

1. Assist low-income homeowners through low interest home improvement loans for emergency repairs, home maintenance and energy conservation through the City's ongoing housing rehabilitation programs.
2. Provide support to non-profit, community-based or for-profit corporations engaged in the rehabilitation and/or construction of housing primarily for low and moderate-income persons.
3. Acquisition, assemble and/or prepare sites for housing development, consistent with the housing policies for the City.

4. Support fair housing through education, counseling, legal assistance and consumer protection programs.
5. Demolish structurally defective buildings that are not suitable for rehabilitation and are a blighting influence.

New construction of residential housing is not an allowable activity under CDBG.

Economic Development

Projects which stimulate the economic conditions of low and moderate income persons and/or provide commercial activities in low and moderate income communities and meet one or more of the following objectives:

1. Planning, design and feasibility studies in coordination with related residential programs.
2. Acquisition and clearance of blighted properties.
3. Assistance in the development and improvement of businesses that provide job opportunities for low and moderate-income persons throughout the City.
4. Provision of opportunities for job training and placement for disadvantaged populations, such as high school drop-outs and language minorities
5. Acquisition of commercial facade easements to improve the appearance of businesses in CDBG eligible communities.

Neighborhood Revitalization/Community Facilities

Under the category of Community Facilities, CDBG funds must be used to improve or develop community facilities that benefit low and moderate-income persons, the mentally and physically handicapped, elderly, children and youth. If the facility is owned by a non-profit organization, services must be provided to the public during normal business hours. Consideration will be given to Applications, which meet one or more of the following objectives:

1. The facility meets an unmet need in the community.
2. Improvements to the facility would eliminate health and safety problems.
3. For privately owned facilities, other non-CDBG funds and/or services will contribute to improvement costs.
4. For privately owned facilities, the operating and maintenance cost of the facility would not require future commitments of City operating funds.
5. Undertake specific housing efforts to address the problems of the City's special populations including support for the renovation and upgrading of existing shelters which include: shelters for the homeless, convalescent homes, hospitals, nursing homes, battered spouse shelters, halfway houses for run-away children, etc., and other facilities designed to assist the homeless to become self-sustaining.
6. Improvements to the facility would allow for increased access to physically disabled persons.

Federal regulations stipulate that the facility benefit a specific targeted group of people of which at least 51% must be low and moderate-income. This can be achieved by meeting at least one of the following criteria:

1. Serving at least 51% of low and moderate income, as evidenced by documentation and data concerning beneficiary family size and household income.

2. The nature and extent of the service provided by the facility is in such a location that it may be concluded that the activity's clientele are low and moderate-income persons.

Infrastructure

Under the category of infrastructure, CDBG funds must be used to install or improve a community's infrastructure (including streets, curbs, gutters, sidewalks, wells, septic systems, street lights and sewers) in low and moderate-income communities. Consideration will be given to Applications that meet one or more of the following objectives:

1. The majority of residents support the proposed improvements.
2. Other funding sources are not available to correct or improve the infrastructure
3. The proposed improvements are located in a blighted or deteriorating area and are directed towards improving the commercial or residential environment
4. Projects that serve at least 51% of low and moderate-income persons.
5. Projects in which the proposed infrastructure improvements will improve access for handicapped or elderly persons.

HOME Eligible Activities

The Home Investment Partnership Program (HOME) provides HUD funds to States and localities that communities use, often in partnership with local nonprofit groups, to support a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people. The program was designed to reinforce several important values and principles of community development:

- HOME's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- HOME's emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- HOME's technical assistance activities and set-aside for qualified community-based nonprofit housing groups builds the capacity of these partners.
- HOME's requirement that participating jurisdictions (PJs) match 12.5 to 25 cents of every dollar in program funds mobilizes community resources in support of affordable housing.

Since 1993, the HOME program has brought approximately \$7 million per year to San Antonio for affordable housing projects. To date, more than \$56.6 million has been spent to increase and improve San Antonio's affordable housing stock.

All projects awarded home funds must:

- Be certified as being in compliance with the approved City of San Antonio Consolidated Five Year Plan.
- Be able to "set up" their project and begin construction or implementation no later than six months after execution of the pertinent contract with the City of San Antonio.

- Have the appropriate non-federal funding match available for commitment at contract execution, as required by federal HOME Program regulations. At this time, the required non-federal match is 12.5% for all San Antonio projects.

Income Affordability Requirements

All HOME funds must be used to benefit households at or below 80% of the area's median income, adjusted for household size in accordance with HUD Section 8 Guidelines. There are additional provisions that specify income eligibility when HOME funds are used for rental housing and for tenant based rental assistance. Additionally, there are HOME program requirements that apply with respect to the affordability of HOME assisted units.

Eligible Activities

A project may consist of one or more *activities* that are undertaken in order to produce the end product. In accordance with HOME regulations, each of the following activities is eligible for HOME consideration:

Rehabilitation: construction work to an existing structure where the cost of the project is not greater than \$37 per square foot with a maximum cost of \$50,000.

Conversion: Conversion of an existing structure from an alternative use to affordable, residential housing is considered to be *rehabilitation*. However, if conversion involves additional units beyond the walls of an existing structure, the project is designated *new construction*, and must therefore comply with the specific regulations and policies delineated for *new construction*.

Reconstruction: Defined as building a new structure on the same lot of a previous, non-rehabitable structure with maximum cost of \$47 per square foot with a maximum cost of \$89,900 for reconstruction. Reconstruction is considered to be rehabilitation under the HOME regulations.

New Construction: New construction includes:

- Newly built projects
- Existing projects which involve the addition of new units outside the existing walls of the structure; and
- Property completed within a one-year period prior to the commitment of HOME funds. Property completion is measured from the date of initial certificate of occupancy.

Tenant Based Rental Assistance: Provision of rental assistance to eligible tenants without restricting the tenant's occupancy to a particular project or housing facility.

Acquisition Of Property: Eligible as part of a "first-time homebuyer" program, rental housing project, or new construction project.

Selected Eligible Activities: These activities can be funded with HOME funds only when conducted in conjunction with the above listed activities:

- **Site Improvements:** must be in keeping with the improvements to surrounding standard projects. Cost of utility connections and infrastructure improvements with proof of site control and right-of-way possession are included.
- **Demolition:** HOME funds may be used for demolition only for projects where HOME funds are committed for construction.

- **Relocation Costs:** Relocation payments and other relocation assistance, both permanent and temporary are eligible.
- **Project Soft Costs:** These costs must be reasonable and necessary. They must be for services rendered by third parties. Administrative costs of the Participating Jurisdiction or sub-recipient cannot be reimbursed from project soft costs. Eligible soft costs include:
 - Finance Related Costs: Origination fees, Credit reports, Title reports and updates, Recordation fees, preparation and filing legal documents, appraisal costs, attorney's fees, loan processing fees, other customary fees, developers fees.
 - Construction Related Costs: Architectural fees, Engineering fees, Preparation of work write-ups (DOW's) and or cost estimates, Builders or developers fees, cost of environmental review reports
 - Project Audit Costs
 - Affirmative Marketing and Fair Housing Activity

III. CERTIFICATIONS

Applicant warrants and certifies that Applicant and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

IV. TERM OF CONTRACT

A contract awarded in response to this Application is for a term of twelve (12) months commencing no sooner than October 1, 2003.

V. APPLICATION CONFERENCE

A Pre-Application Conference will be held at the Alamodome, Room L on January 31, 2003 and February 7, 2003 at 9:00 a.m. Applicants are encouraged to prepare and submit their questions in writing 3 days in advance of the pre-Application conference in order to expedite the proceedings. City's responses to questions received by this due date, may be distributed at the conference and posted on the City's website at <http://www.sanantonio.gov/rfp/>. Attendance at the Pre-Application Conference is mandatory.

Attendance at the Pre-Application Conference is strongly encouraged

VI. APPLICATION REQUIREMENTS

Applicant's Application shall include the following items in the following sequence:

- A. **EXECUTIVE SUMMARY:** The summary shall include a statement of the work to be accomplished, how Applicant proposes to accomplish and perform each specific service and unique problems perceived by Applicant and their solutions.
- B. **CDBG/HOME COMBINED FUNDING APPLICATION** (Attachment A)

- C. BOARD RESOLUTION All non-profit applicants must attach a copy of the resolution from their board of directors authorizing them to submit this application and agreeing to the obligations attached to the award of funds under the CDBG or HOME programs.
- D. APPLICANT CAPACITY/EXPERIENCE (Attachment B)
1. Background of Applicant and support personnel, including professional qualifications and length of time working in Applicant's capacity. Include a personnel compliment with résumés of all personnel for services that Applicant proposes to perform.
 2. Relevant experience of Applicant as it relates to the scope of services contemplated by the Application.
 3. Specific experience with public entity clients, especially large municipalities. If Applicant has provided services for the City in the past, identify the name of the project and the department for which Applicant provided those services. If Applicant is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.
 4. Other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
 5. Applicant shall provide three (3) letters of reference (Non-City), for whom Applicant has provided services. Include Name, current address and phone number for each reference.

If Applicant has had experience in working as a member of a joint venture or team, describe that experience, including the type of project for which the joint venture or team was formed.

- E. ANNUAL FINANCIAL STATEMENT: Attach a copy of the latest Audit or Audited Financial Statements. Attach a copy of the Management Letter from the most recently completed audit, including an explanation of any unresolved audit findings and/or management letter comments, and describe the steps the organization is taking to correct and/or resolve them.
- F. DISCRETIONARY CONTRACTS DISCLOSURE: Completed Discretionary Contracts Disclosure Form. (Attachment C) If Applicant is proposing as a team or joint venture, then all parties to that team or joint venture shall complete and return this form with the Application.
- G. LITIGATION DISCLOSURE: Completed Litigation Disclosure Form. (Attachment D) If Applicant is proposing as a team or joint venture, then all parties to that team or joint venture shall complete and return this form with the Application.
- H. SIGNATURE PAGE: Applicant must complete and include Signature Page with Application. A person or persons, authorized to bind the entity, or entities, submitting the Application, must sign the Signature Page. Applications signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. (Attachment E)

Applicant is expected to examine this Application carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE DOCUMENTS MAY RESULT IN THE APPLICANT'S APPLICATION BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

VII. AMENDMENTS TO APPLICATION

Changes or amendments to this Application may be posted on the City's website at <http://www.sanantonio.gov/rfp/>. It is Applicant's responsibility to review this site regularly and ascertain whether any amendments have been made prior to submission of an Application. An Applicant, who does not have access to the Internet, must notify City in accordance with Section VIII. Restrictions on Communication that Applicant wishes to receive copies of amendments to this Application by mail.

VII. SUBMISSION OF APPLICATION

- A. Applicant shall submit one original and two (2) copies of the Application, the original signed in ink, in a sealed package, clearly marked on the front of the package (*name of project*). All Applications must be received in the City Clerk's office no later than 2:00 p.m. central time, *February 14, 2003* at the address below. Any Application received after this time shall not be considered.

Mailing Address:

City Clerk's Office,

Attn: Housing and Community Development

P.O. Box 839966,

San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office,

Attn: Housing and Community Development

100 Military Plaza

2nd floor, City Hall

San Antonio, Texas 78205.

Applications sent by facsimile or email will not be accepted.

- B. Application Format: Each Application shall be legibly handwritten using the forms provided or typewritten and submitted on 8 1/2" x 11" white paper. Submission in a three-ring binder is preferred, however, Applications can be and should be clipped, bound, or stapled. Each page shall indicate the Applicant name or project located in the top right-hand corner and shall be numbered. Electronic files shall not be included as part of the Application. Compact disks and/or computer disks submitted, as part of the Application shall not be considered. Each Application must include the sections and attachments in the sequence listed in the Application Requirements Section. Each section and attachment must be listed in a Table of Contents page. **Failure to meet the above conditions may result in disqualification of the Application.**
- C. Applicants who submit responses to this Application shall correctly reveal, disclose, and state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or shorthand, or local "handles" will be accepted in lieu of the full, true and

correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Applicants and limited liability company Applicants shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Application.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its Application, the Director of Housing and Community Development shall have the discretion, at any point in the contracting process, to suspend consideration of the Application.

- D. All provisions in Applicant's Application, including any estimated or projected costs, shall remain valid for ninety (90) days following the deadline date for submissions or, if a Application is accepted, throughout the entire term of the contract.
- E. **All Applications become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Applicant should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Applicant may not be considered confidential under Texas law, or pursuant to a Court order.**
- F. Any cost or expense incurred by the Applicant that is associated with the preparation of the Application, the Pre-Application conference, if any, or during any phase of the selection process, shall be borne solely by Applicant.

IX. RESTRICTIONS ON COMMUNICATION

It is strongly recommended that all questions be asked during the Application Conference; however question submitted by facsimile will be accepted at (210) 886-0006. Questions concerning the CDBG Program shall be directed, to Elisa Campos Soto, CDBG Coordinator. Questions concerning the HOME Program shall be directed to Ivy Taylor, HOME Coordinator. No inquiries or questions will be answered if received after 4:00 P.M. on February 10, 2003. The City reserves the right to contact any Applicant for clarification after responses are opened and/or to further negotiate with any Applicant if such is deemed necessary by the City.

X. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Applications received in response to this Application. The City may appoint a selection committee to perform the evaluation. Each Application will be analyzed to determine overall responsiveness and qualifications under the Application. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Applicants for interviews. If the City elects to conduct interviews, Applicants may be interviewed and re-scored based upon this same criteria, or other criteria to be determined by the selection committee. The City may also request additional information from Applicants at any time prior to final approval of a selected Applicant. The City reserves the right to select one, or more, or none of the Applicants to provide

services. Final approval of a selected Applicant is subject to the action of the City of San Antonio City Council.

General Evaluation criteria:

A. Responsiveness to the Request for Application

1. Requested information included and thoroughness of response.
2. Understanding and acceptance of the scope of services.
3. Clarity and conciseness of the response.

B. Partnerships, Agency Collaboration as well as Community Collaboration. All partnerships and collaborative must be documented as an attachment to the Application. These partnership and collaborative letters are not to be confused with letters of reference from the business community.

C. Economic evaluation of the Proposed Budget

D. Applicant's background and capability to provide the services requested

1. Background of Applicant.
2. Applicant's support personnel, including professional qualifications and length of time working in Applicant's capacity.
3. Relevant experience of Applicant.
4. Specific experience with public entity clients, especially large municipalities.
5. Resources available to support this project, including total number of employees, number and location of offices, number and types of equipment available.
6. References.

XI. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

- A. City reserves the right to award one, more than one or no contract(s) in response to this Application.
- B. The Contract, if awarded, will be awarded to the Applicant(s) whose Application(s) is deemed most advantageous to City, as determined by the selection criteria and approved by the City Council.
- C. City may accept any Application in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate Application on the part of City. However, final selection of an Applicant is subject to City Council approval.
- D. City reserves the right to accept one or more Applications or reject any or all Applications received, and to waive informalities and irregularities in the Applications received.
- E. Contract award for selected Applicant(s) will be held on May 15, 2003 at 3:00 p.m. in the City Council Chambers. Contract negotiations will be conducted from May 19th through September 1, 2003. The City will require the selected Applicant(s) to submit acceptable

detailed performance indicators and all other required elements of the Contract(s) and agreements. These elements must be finalized by September 1, 2003 in order to facilitate their execution by October 1, 2003. The Director of Housing and Community Development is authorized and directed to automatically cancel and move the full budget allocation provided to any project, including City Administration Projects, for which acceptable program description(s), performance indicators and all other required contractual elements have not been received by September 1, 2003, to the CDBG/HOME Contingency Account in preparation for timely reprogramming to other eligible activities. Additionally, the Director of Housing and Community Development is authorized to cancel and reprogram any and all budget allocations provided to any project, in the event, any sub-grantee contract and/or interdepartmental agreement is not executed by November 30, 2003.

- F. This Application does not commit City to enter into a Contract, award any services related to this Application, nor does it obligate City to pay any costs incurred in preparation or submission of an Application or in anticipation of a contract.
- G. If selected, Applicant will be required to comply with the Insurance and Indemnity Requirements established herein.
- H. Conflicts of Interest. Applicant acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent; child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.
- I. Applicant is required to warrant and certify that it, its officers, employees and agents are neither officers nor employees of the City, as defined in Part B, Section 10 of the City’s Ethics Code. (Discretionary Contracts Disclosure – Attachment C)
- J. Independent Contractor. Applicant agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that City shall in no way be responsible for Applicant’s actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

XII. SCHEDULE OF EVENTS

Following is a list of **projected dates** with respect to this Application:

Application Solicitation Period	January 17, 2003 – February 14, 2003
Final Questions Accepted	January 29, 2003
Application Conference	January 31 and February 7, 2003
Applications Due	February 14, 2003

Evaluations Conducted
Funding Award considered by City Council

February 17 – March 14, 2003
May 15, 2003

ATTACHMENT A

City of San Antonio
Department of Housing and Community Development
CDBG/HOME ADMINISTRATION/OPERATING COSTS APPLICATION

Please type application and submit with numbered attachments
Do not alter or recreate this application

A. GENERAL INFORMATION

1. Name of Applicant: _____

☐ Non-Profit ☐ Neigh. Assn. ☐ For-Profit
☐ CHDO ☐ Other Govt. ☐ City Dept.

(Please include a copy of your IRS ruling providing tax exempt status under Section 501(c)(3) of the 1986 IRS Code if you are a non-profit.)

2. Contact Person/Title: _____

Mailing Address/State/Zip: _____

Telephone/Fax Number(s): _____

Activity Number (*City Department Only*): _____

3. Name of Project: _____

4. Address/Location of Project: _____

Is the proposed services delivery/project located in the Empowerment Zone/Enterprise Community? ☐ Yes ☐ No

5. Grant Request: ☐ CDBG ☐ HOME

Type of Project: ☐ Administration/Operating Cost

6. Amount of Funds Requested: \$ _____ Projected Total Project Cost: \$ _____

% of Total: _____%

7. Did Applicant request Program Funds from the CDBG/HOME program? ☐ Yes ☐ No

If yes, list amount of funding requested: \$ _____

B. PROJECT BENEFICIARIES

Identify the primary beneficiaries this project will serve, if approved. Please check only **one** of the categories below:

☐ Low/Moderate Income Area [Capital Improvements; Neighborhood Revitalization]

☐ Homeowners
Disabilities

☐ Renters

☐ Individuals with

☐ Elderly

☐ Homeless

☐ Children/Youth

☐ Business/Organizations _____ # of Businesses/Organizations _____ # L/M Jobs to be created?

☐ Special Populations (Mentally Ill; Offenders; Persons with HIV/AIDS; Substance Abusers; etc.)

Specify Special Population Type: _____

☐ Other [Identify]: _____

Total Number Served: _____ Client; Households; Blocks; etc.: _____ Total Low/Mod: _____

C. PROPOSED PROJECT:

1. EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how Applicant proposes to accomplish and perform each specific service and unique problems perceived by Applicant and their solutions and how the proposed services will benefit the low/moderate-income citizens of San Antonio.
2. Please provide a detailed summary of accomplishments from past project. Include description of how your services benefited the low/moderate income citizens and neighborhoods of San Antonio.

D. APPLICANT CAPACITY/EXPERIENCE

1. Describe the applicant's qualifications and capacity to implement and administer the proposed project within the fiscal year for which funds may be awarded. (*Attach additional pages if necessary*)

E. PROJECT BUDGET

1. If the applicant has received City of San Antonio CDBG or HOME funds in previous years for the proposed project, please complete the following table:

Fiscal Year	Total Funds/Budget Previously Awarded	Total Fund Expended as of 9/30/03	% of Funds expended

Activity/Line Item	CDBG/HOME Funds Requested	General Fund	Other Federal Funds	State Funds	In-Kind Funds	Total
PERSONNEL SERVICES						
Salaries						
Social Security (FICA/Medicare)						
Worker's Compensation						
Insurance						
01.						
02.						
03.						
Retirement						
Other [Specify]						
01						
02						
03.						
TOTAL PERSONNEL SERVICES						
CONTRACTUAL SERVICES						
Communications: Phone/Fax						
Communications: Pager						
Mail and Parcel Post						
Rental of Facilities						
Rental of Equipment						
Travel: Official						
Maintenance & Repair: Bldgs.						
Maint. & Repair: Mach. & Equip.						
Utilities						
Fees to Professional Contractors						
Audit Services						

Legal Services						
Other [Specify]						
Other [Specify]						
Other [Specify]						
Automatic Data Processing						
Advertising						
Membership Dues						
Binding, Printing, & Reproduction						
Subscriptions						
Car Expense: Mileage						
Insurance						
Bonding						
Other [Specify]						
01						
02						
03						
TOTAL CONTRACTUAL SERVICES						
COMMODITIES						
Office Supplies						
Photographic Supplies						
Computer Software						
Other [Specify]						
01						
02						
03.						
TOTAL COMMODITIES						
CAPITAL OUTLAY						
Computer Equipment						
Furniture & Fixtures						
Other [Specify]						
01.						
02.						
03.						
TOTAL CAPITAL OUTLAY						
TOTAL BUDGET						

BUDGET SUMMARY BY CLASSIFICATION

CLASSIFICATION	FY 2001-2002 ACTUAL	FY 2002-03 RE-ESTIMATE	FY 2003-2004 PROPOSED
Personal Services	\$	\$	\$
Contractual Services	\$	\$	\$
Commodities	\$	\$	\$
Other Expenditures	\$	\$	\$
Capital Outlay	\$	\$	\$
Transfers	\$	\$	\$
TOTAL APPROPRIATIONS:	\$	\$	\$

PERSONNEL COMPLEMENT

STAFF POSITIONS/DESCRIPTIONS		ADOPTED FTEs FY 2002-2003	PROPOSED FTEs FY 2003-2004
<u>Job Class</u>	<u>Position Title</u>	<u>Number of FTE Positions</u>	<u>Number of FTE Positions</u>
TOTAL FTE POSITIONS:			

PROPOSED PROJECT PERFORMANCE MEASURES

[COMPLETION OF ALL SECTIONS REQUIRED FOR EACH APPLICATION]

PROJECT MISSION/DESCRIPTION:

Proposed	Actual	Adopted
PERFORMANCE MEASURES:	<u>FY 01-02</u>	<u>FY 02-03</u>
<u>FY 03-04</u>		

Input

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.

Output

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.

Efficiency

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.

Effectiveness

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.

ATTACHMENT B

APPLICANT CAPACITY QUESTIONNAIRE

Additional pages may be attached if necessary

1. Describe the applicant's qualifications and capacity to implement and administer the proposed project within the fiscal year for which funds may be awarded.

2. Describe *similar* projects successfully completed by the applicant organization, the members of the team who participated and their roles in the successful projects.

3. Indicate staff capacity or specific arrangements secured for the following: [Please attach a personnel compliment and resumes of all agency employees working in each category]:

Program Marketing: _____

Environmental Reviews: _____

Application Processing [Housing Projects Only]: _____

Loan Servicing [Housing Projects Only]: _____

Invoice Preparation/Payments/Accounting: _____

Rehabilitation Descriptions of Work/Specifications [Housing Projects Only]: _____

Construction Supervision/Approval: _____

Preparation/Submittal of Required City Project Set-up and Completion Reports: _____

Required City Reports Preparation: _____

4. Annual Inspections/Reporting [Fair Housing; Affordability; Maintenance/Code Compliance]: _____

1. Has the Company or any of its principals been debarred or suspended from contracting with any public entity? Yes ____ No ____

If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the

period of time for such debarment or suspension. _____

6. Surety Information

Have you or the Company ever had a bond or surety canceled or forfeited? Yes () No ().
If yes, state the name of the bonding company, date, amount of bond and reason for such
cancellation or forfeiture. _____

7. Bankruptcy Information

Have you or the Company ever been declared bankrupt or filed for protection from creditors
under state or federal proceedings? Yes () No ()
If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of
assets. _____

8. Provide any other names under which your business has operated within the last 10 years.

ATTACHMENT C

City of San Antonio
Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a Application for a discretionary contract:

(1) the identity of any **individual** who would be a party to the discretionary contract:

--

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

--

and the name of:

(A) any individual or business entity that would be a **subcontractor** on the discretionary contract;

--

and the name of:

(B) any individual or business entity that is known to be a **partner**, or a **parent** or **subsidiary** business entity, of any individual or business entity who would be a party to the discretionary contract;

--

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

(3) the identity of any *lobbyist* or *public relations firm* employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

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Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a Application for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:

Disclosures in Applications

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature:	Title: Company:	Date:

² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

ATTACHMENT D

LITIGATION DISCLOSURE

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your Application from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One

YES

NO

2. Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Circle One

YES

NO

3. Have you or any member of your Firm or Team been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Circle One

YES

NO

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Application.

ATTACHMENT E

SIGNATURE PAGE

“✓” Check box that indicates business structure of Applicant

- ☐ Individual or Proprietorship
- ☐ Partnership or Joint Venture
- ☐ Corporation

The undersigned certifies that (s)he is _____ (title) of the Applicant entity named below; that (s)he is designated to sign this Application Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Application as required by this Application, and has the requisite authority to execute an Agreement on behalf of Applicant, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity is:

11-digit Comptroller's Taxpayer Number

Applicant Organization Name (DBA also required if Individual or Proprietorship)

By: _____

By: _____

(If Applicant is a Joint Venture, an authorized signature from a representative of each party is required)

Employer Identification Number

By signature above, Applicant certifies the following:

The applicant certifies that all information in this application and all information furnished in support of this applicant are given for the purpose of requesting financial assistance from the City of San Antonio under the CDBG or HOME Programs and that such information is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that it shall not, in the provision of services, or in any other manner, discriminate against any person on the basis of race, creed, color, religion, national origin, sex, age, familial status or handicap or on the basis of said individual's receipt of, or eligibility for, housing assistance under any federal, state, or local housing assistance program or on the basis that the individual has a minor child or children who will be living with him/her.

The applicant understands that if any information in this certification is false or incorrect or if the assertions and certifications made herein are not fully followed, the City of San Antonio Department of Housing and Community Development will have sole discretion to reject this application and render the applicant ineligible to receive CDBG/HOME funds. If funds have been awarded to the applicant and any of the occurrences in this paragraph have taken place, the City of San Antonio Department of Housing and Community Development will have sole discretion to cancel such award and upon such cancellation, if the applicant has received any funds under such award, such funds must be immediately returned to the City of San Antonio Department of Housing and Community Development.

The applicant understands and agrees that the City of San Antonio will verify all information contained in and supporting this application and may contact any and all sources named for that purpose. In addition, it is understood by the applicant that the City of San Antonio may require submission by the applicant of financial or other data for purposes of clarification or further analysis in connection with this application.

The applicant understands that this application is a request only for CDBG/HOME funds and in no way obligates the City of San Antonio to accept this application or fund the applicant or any of its current or proposed projects. All decisions to approve or disapprove this application are solely within the purview of the City of San Antonio Department of Housing and Community Development and are final.

The applicant understands that this application may only be officially approved by the City of San Antonio if in writing, and signed by a duly authorized representative of the City of San Antonio.